

## AV EMPLOYEE REFERRAL PROGRAM

**Workday** application allows AV Employees to “refer” candidates to an available job posting as well as allows Candidates to provide an Employee Referral name to their AV application. We recommend that you review the “**Find Jobs**” section of Workday before you ‘refer’ them to a position.

## WE WANT YOUR REFERRALS!!

The **AV Employee Referral Program** is part of our comprehensive recruiting strategy to attract and enhance the pool of diverse and highly qualified candidates for all Exempt and Non-Exempt level positions within the USA.

An important advantage of using employee referrals is they often bring positions to the attention of passive individuals who are not actively looking for employment. This program is designed to identify potential qualified candidates in an efficient and cost-effective manner and reward employees for referral of candidates successfully placed.

AV will **pay a referral bonus** to an employee for providing a successful new hire referral.

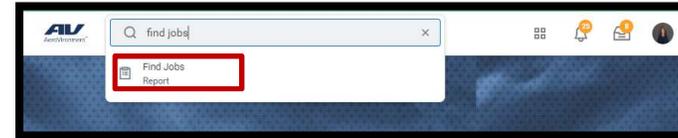
### A successful new hire referral is defined as:

“a referral for a currently open (posted) position at AV that results in the hiring of the same person for that or another position at AV within 12 months.” Referral bonuses range between **\$5,000** and **\$10,000** per referral.

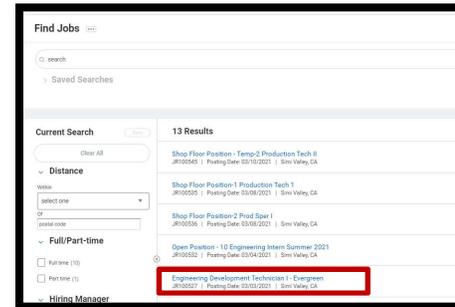
## FIND JOBS

Before you refer a candidate, it’s important you know which job you are referring them to. Follow steps below to view all positions currently open & available at AV before you refer an employee.

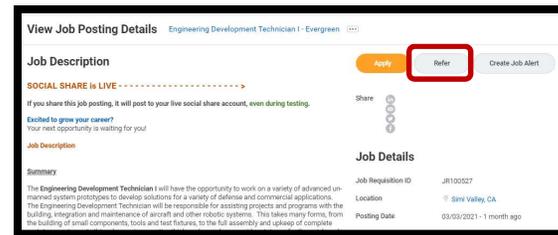
1. Search & select the **Find Jobs** report



2. Search and **select hyperlink** for the job you want to refer candidate to.

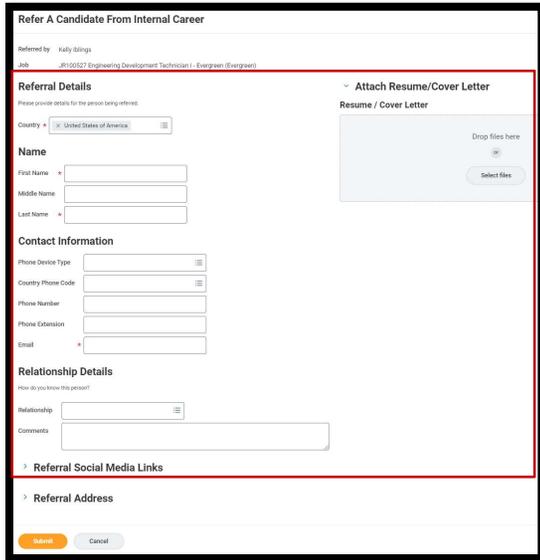


3. Click **Refer** to begin the Referral Process (see below for steps)



## HOW TO REFER A CANDIDATE

Workday application allows you to refer a candidate by using **Find Jobs** report or by searching for “Refer a Candidate” task. The steps below are a continuation of referring candidates from the **Find Jobs** report (see steps 1-3 on previous page first).



4. Enter as much information as you can & click **Submit**

- Referral Details
- Name
- Contact Info
- Relationship details
- Attach Resume

This action will send an email directly to the candidate requesting them to apply.

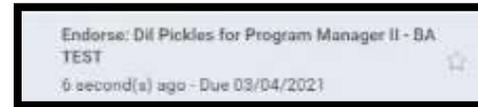
2. The application will then request your name or AV email address.



## HOW TO ENDORSE

When a candidate has applied to a position (and they include your name or AV email address) there is a process called **Endorse Candidate** that is triggered.

1. You (the AV Employee) should receive an “Endorse” notification in your Workday Inbox task.



2. Fill out Endorse, Relationship, and comments then click **Submit**.

## HOW TO HAVE CANDIDATES REFERENCE YOU

### “How Did You Hear About Us?”

When an applicant applies to a job during the application process there is a section on the first page of the application that asks them how the applicant heard about us.

1. From the “How Did You Hear About Us” field, the applicant should select “Employee Referral” and “I know someone at AV”.